

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

4010 Recreation Center Leader 7/16/2015

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$29,844.00 annually

PAY GRADE RANGE: \$29,844.00 - \$44,709.00 annually (Pay Grade 5)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, July 20, 2015.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (if applicable) (upload and attach to your online application)

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City employees may apply, but must have completed Civil Service probationary period and must have received a satisfactory rating on most recent performance evaluation in order to obtain promotional preference.
- Graduation from high school or equivalent.
- Applicants must have either:
 - Option #1. Graduation from a two-year college program or completion of two years of coursework toward a four-year degree in recreation or a related field from a CHEA accredited college or University.

Or

Option #2. Three years work experience in recreation or related fields.

NOTE: If you plan on using option #1 to meet the minimum requirements, you MUST include your college transcripts. Failure to include your college transcripts using option #1 or failure to show that you meet the three years work experience will result in an incomplete application.

EXAMINATION

The selection procedure for this position will consist of a written examination (100% of score). Subjects included on the written exam are:

Knowledge of Recreation Program Development

Interpersonal Skills

Knowledge of Program Rules, Concepts, etc.

Knowledge of Basic Safety Procedures

Knowledge of Recreation Facilities and Equipment

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

Class Title: Recreation Center Leader	Working Title: same	PCN:
	Incumbent: vacant	Created: 08/26/2008 Updated: 09/10/2013

GENERAL DESCRIPTION

Under general supervision, this position is responsible for the organization, direction, supervision, and planning of recreational activities for citizens of all ages, and for the supervision of staff and volunteers in the instruction of games, crafts, physical fitness classes, etc.

ESSENTIAL FUNCTIONS

Organizes and directs recreation programs - Determines the need and/or demand for recreation programs and activities; plans, organizes and leads a variety of recreation programs; provides instructions to program participants and directs them in the principles, rules, practices, etc. of the specific activity or program in which they are participating; demonstrates methods and techniques to participants as required; researches available materials to learn about or maintain an awareness of developing trends, new techniques or methods, changes, etc., and communicates necessary or useful information to participants.

Monitors program participants – Evaluates the individual needs and abilities of program participants in order to tailor programs to each individual or group; monitors the performance and progress of each individual in order to identify any modifications which might be necessary; observes participants to ensure that activities are properly performed and that equipment and supplies are correctly used; chaperons field trips, hikes, organized games and activities, etc.; renders emergency first aid to injured or stricken participants as needed.

Manages recreation facility – Supervises recreation facility events and activities in order to ensure orderly conduct, resolve disputes, etc.; enforces facility rules and ejects unruly or unauthorized individuals as necessary; patrols facilities to detect damage or needed repair, and reports same to appropriate authorities; assists in cleaning and maintaining facilities and equipment; orders and maintains necessary supplies, materials, and equipment.

Coordinates recreation facility use – Organizes and schedules events and activities (e.g. tournaments, etc.), makes reservations for participants, and otherwise coordinates the use of recreation facilities; greets patrons and informs them of activity and event schedules, registration requirements, facility rules, etc.; keeps attendance records or otherwise maintains information regarding facility use and participants; arranges equipment, supplies, tables and chairs, etc. in designated rooms or other areas to prepare for scheduled activities.

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of recreation program development – Knowledge of the principles and practices employed in defining program needs, and planning, developing, implementing and managing individualized or group programs; knowledge of instructional methods and techniques used in the preparation and delivery of individualized or group programs; knowledge of resources available for the development of specialized programs; knowledge of the techniques and methods used to assess, evaluate and monitor the physical and mental capabilities of program participants, and to tailor programs or activities accordingly.

Knowledge of recreation program rules, concepts, etc. – Knowledge of the rules, concepts, techniques, etc. which apply to a variety of recreation programs and activities, and the physical and mental capabilities required to participate in such activities; knowledge of common recreation activities such as arts and crafts, games, tournaments, physical fitness, etc.

Knowledge of recreation facilities and equipment – Knowledge of the facilities, equipment and supplies required for the effective administration of recreation programs; knowledge of the safe and proper use of required equipment, materials, supplies, etc.

Knowledge of basic safety procedures – Knowledge of the principles and practices for ensuring the safety of recreation program participants; ability to recognize symptoms or situations requiring medical attention; basic knowledge of emergency first aid procedures (e.g. CPR).

KNOWLEDGE, SKILLS AND ABILITIES (cont.)

Interpersonal skills – Skill in communicating with a wide variety of people to provide general information, recommend activities or programs, offer encouragement, etc; ability to apply positive reinforcement and motivational techniques and methods in counseling and advising program participants; ability to establish and maintain effective working relations with the public and other employees; ability to enforce recreation facility rules and regulations, and to appropriately discipline offenders; ability to resolve conflicts between individuals and/or groups.

Knowledge of record-keeping procedures – Knowledge of the procedures and requirements for the accurate completion of a variety of forms and/or reports; knowledge of the appropriate distribution, maintenance and location of records and reports.

PHYSICAL REQUIREMENTS

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, or 10 pounds (or less) or force frequently, in order to lift/carry, push/pull or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situation where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from high school or equivalent, and either

Graduation from a two-year college program or completion of two years of coursework toward a four-year degree in recreation or a related field from a CHEA accredited college or University.

OR

Three (3) years work experience in recreation or related fields.